

DSS Number:

DSS-AC-1
Rev. (3/90)

COMMONWEALTH OF KENTUCKY
CABINET FOR FAMILIES AND CHILDREN
DEPARTMENT FOR COMMUNITY BASED SERVICES

TRANSMITTAL MEMORANDUM FOR PRESENTATION SUMMARY

Case No.
County of Service
Title IV-E yes ☐ no ☐

TO: (Central Office Adoption Specialist)

THROUGH: (Supervisor/Manager)

Initials Date

THROUGH: (Supervisor/Manager)

Initials Date

FROM: (Social Worker) (County)

Initials Date

SUBJECT: Presentation Summary on: (Child's Name)

Birthdate or Expected Date of Birth: Race: Sex: Date Presentation Summary Completed:

Attached are the original and five (5) copies* of the Presentation Summary Packet: the original and four (4) copies for Central Office and one (1) for the District Office (optional).

TERMINATION OF PARENTAL RIGHTS	NAME OF COURT	DATE OF TPR
Birth Mother:		
Birth Father:		
Other:		

The original(s) with the court-embossed seal should be attached for each termination order.

PLANS

Central Office Referral
Foster Parent Referral

Sibling to be placed together
Counties to be avoided:

Hospital Placement

COMMENTS

ATTACHMENTS (Check Appropriate Boxes)

- ☐ Transmittal Memo
- ☐ Presentation Summary
- ☐ DSS-191 (one for each parent)
- ☐ Birth Verification (VS-26) or Certified Copy of Birth Certificate
- ☐ Birth Information (DSS-105)
- ☐ Child's Medical Records (DSS-106)
- ☐ Other Supplemental Medical Information (incl. immunization record)
- ☐ Psychological and/or Developmental Assessment
- ☐ Child's Profile (DSS-84)

- ☐ Child's Developmental Record (DSS-106A series)
- ☐ School Records
- ☐ Daily Routine (DSS-892-893)
- ☐ Copy of Social Security Card
- ☐ Certified Order Terminating Parental Rights
- ☐ Disclaimer of Paternity
- ☐ Recent Photos of Child (at least 2 b/w, 5 color)
- ☐ DSS-192
- ☐ Status of Title IV-E and other children's' benefits
- ☐ Placement History Log/Placement Summary from TWIST